



Garden Member Re-imbusement Form for Out of Pocket Expenses

Member Name: _____ Full Address: _____

1. Description: _____ Cost: \$ _____ Reason: _____ Pre-Approval Y/N: _____

2. Description: _____ Cost: \$ _____ Reason: _____ Pre-Approval Y/N: _____

3. Description: _____ Cost: \$ _____ Reason: _____ Pre-Approval Y/N: _____

4. Description: _____ Cost: \$ _____ Reason: _____ Pre-Approval Y/N: _____

5. Description: _____ Cost: \$ _____ Reason: _____ Pre-Approval Y/N: _____

6. Description: _____ Cost: \$ _____ Reason: _____ Pre-Approval Y/N: _____

7. Description: _____ Cost: \$ _____ Reason: _____ Pre-Approval Y/N: _____

8. Description: _____ Cost: \$ _____ Reason: _____ Pre-Approval Y/N: _____

- Notes:**
1. Original receipts must be attached for each line item or payment cannot be made.
 2. The requirement for "Pre-Approval" refers to items or services that have been pre-approved by the Garden Committee or members of the Garden Committee for items exceeding twenty (\$20) dollars. Payment will be made by way of a HCC cheque for the total value of this re-imbusement form. Where Yes, details of approval should be attached.
 3. Where the total value of this re-imbusement form is less than twenty (\$20) dollars, payment can be made from petty cash.

Member's Signature: _____ Date: _____

Committee Use Only

Authorised for Payment by Treasurer: _____ Date: _____
(or Secretary in Treasurer's Absence) Maureen Duffy or Robyn. Main (Delete as Necessary)

Payment by HCC Cheque Y/N: _____ Total Value: \$ _____

If No and less than \$20, payment by Petty Cash. Member's Signature for Receipt: _____ Date: _____